

Job Description for Members of the IBTTA Foundation Board

November 4, 2019

Purpose

The purpose of this job description is to clearly describe the role of Foundation board members to ensure that the Foundation mission and board roles are aligned.

Foundation Objectives

IBTTA established the IBTTA Foundation in 2007 as the place to support the newly formed Leadership Academy which held its first Executive Development Program in 2008. Since then, the Foundation's work has grown to include the following objectives:

- To plan and conduct training, educational, and professional development activities such as the **IBTTA Leadership Academy**;
- To establish and implement a **scholarship program** to help deserving undergraduate students pursuing degrees in engineering, urban planning, and other relevant fields;
- To support charitable good works and **service projects** in cities where IBTTA holds conferences;
- To solicit funds to accomplish and support these purposes; and
- To engage in any other lawful activities in furtherance of the above purposes.

IBTTA Staff Roles

IBTTA staff have responsibility for planning and scheduling the Leadership Academy and Service Projects and overseeing the independent administrator that manages the scholarship program.

Board Member Roles

In the nonprofit sector, the three main elements of Board service are work, wisdom, and wealth. These are also important attributes for members of the IBTTA Foundation Board.

Work. Board members work as advocates and ambassadors for the Foundation to enhance its awareness, reputation, and capacity through social and professional events and activities. Work involves executing the programs/activities identified by the Foundation Board, being committed to the purposes and objectives of the Foundation, and holding oneself accountable for the success of the Foundation. The Foundation Chair may appoint committees to fulfill the Board's fiduciary responsibility including review, approval, and monitoring the annual budget.

Wisdom. Each Foundation board member brings a unique perspective and set of talents. As with any organization, board members are scanning the horizon to identify opportunities and activities that the Foundation can leverage to advance its mission.

Wealth. With a highly developed program of work that has real financial needs, wealth is one of the most important attributes of Foundation board service. Foundation board members should

actively participate in meeting the Foundation's financial needs. This includes personal giving, individual or corporate donations and all aspects of fundraising.

Importance of Fundraising

The IBTTA Foundation has an annual fundraising goal specifically for the scholarship program and the annual service project. The Leadership Academy is supported by the tuition charged to participants. To support these programs and the viability of the Foundation, we need board members who are committed to helping achieve the Foundation's fundraising goals.

Each year, the **Service Project** engages 40-100 volunteers to work on one major project for a day. In addition to the sweat equity that volunteers bring, the Foundation raises money to purchase supplies and make a contribution to the host charity.

The **Scholarship Program** strives to award no less than five \$5,000 scholarships each year. Foundation funds are also needed to pay for administration of the program by Scholarship America and the travel and lodging costs of award recipients to attend the Annual Meeting.

Now, more than ever, we need Foundation Board members who will focus on fundraising to advance the Foundation's vital work. Secondly, we need board members willing to handle any work or initiatives that are different from or go beyond the work that is already handled by IBTTA staff.

Summary: Facing the Community and the Future

The IBTTA Foundation is the face of IBTTA that looks both outward to the community (service projects and scholarships) and outward to the future to develop our industry's future leaders (Leadership Academy). To succeed at this great work of helping to make the world a better place by showing the caring and giving side of our industry, we need Foundation board members who are willing and able to raise the funds needed to support the Foundation's vital programs.